



# Town of Saugus

Human Resources  
298 Central Street  
Saugus, Massachusetts 01906  
Telephone: (781) 231-4126 Fax: (781) 231-5666



## **Job Posting**

**Job Title: Children's Librarian**

**Location: Town of Saugus**

**Schedule: 24 hours per week (includes one evening and a Friday/Saturday rotation)**

**Pay Rate: (Union Scale): \$26.10 to \$30.33 per hour (Five steps)**

### **Job Summary:**

The Children's Librarian, working under the supervision of the Head of Children's Services, develops, plans, and implements children's services. The successful candidate will be a friendly, self-motivated, and quick learner who is able to handle a variety of tasks.

### **Essential Functions:**

Daily job responsibilities/functions to include, but not limited to:

- Provides information about Library services, resources, and policies
- Provides reference and reader advisory services to children and adults to include use of materials and databases.
- Plans and executes children's programming (live and virtual).
- Creates, builds, and maintains displays promoting children's collections and services.
- Provides day to day room supervision in a busy Children's Room.
- Assists in planning and providing community outreach.
- Assists in selection and maintenance of the children's collection.
- Other duties as assigned.

### **Knowledge, Skills and Abilities:**

- Strong technical skills including social media, web content, online calendars.
- Knowledge of the internet, and commercially available library software
- Demonstrated knowledge of children's literature and resources.
- Strong communication and customer service skills
- Ability to quickly and professionally search databases, internet resources, and catalogs to find needed information
- Ability to balance multiple tasks and prioritize work.

**Qualifications:** Master's degree in library science from or degree candidacy at an accredited library school.

**Close Date: August 18, 2023 or until filled**

**Application:** Please e-mail all cover letters/resumes to Human Resources Manager, Gabriela Christina at [gchristina@saugus-ma.gov](mailto:gchristina@saugus-ma.gov).